

236009/27/00

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE:** **POLICE CHIEF**

**DEFINITION**

Under general direction of the City Manager, to plan, direct, supervise, and coordinate the activities of the Police Department in law enforcement and crime prevention; to provide highly responsible and technical staff assistance to the City Manager and City Council; and to do related work as required.

**REPORTS TO:** City Manager

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Direct and participate in the development of goals, objectives, policies and priorities.
- Plan, direct, supervise and coordinate the activities of Police Department personnel in preserving order, protecting life and property, and in enforcing laws and municipal ordinances.
- Formulate departmental rules, procedures, and policies and see that they are carried out.
- Research modern police management methods, formulate and enforce rules, procedures and policies for efficient operation of the Department.
- Direct the development and implementation of departmental in-service training program.
- Review the evaluations of employee performance and take appropriate disciplinary action where necessary.
- Prepare and administer the Department budget.
- Coordinate departmental recommendations for the purchase of equipment and supplies.
- Confer with citizens and City officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.
- Attend county, area, and State police conferences and meeting with other public officials.
- Cultivate good community relations by appearing before civic, fraternal and other community groups.
- Recommend adoption and assist in preparation of ordinances.
- Coordinate law enforcement activities with the activities of other of other City departments and other law enforcement agencies.
- Select, supervise, train, and evaluate assigned staff.

**QUALIFICATIONS**

**Knowledge of:**

- Modern principles, practices, and techniques of police administration, organization, and operation.

- Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, juvenile delinquency control, record-keeping, and care and custody of persons and property.
- Laws, ordinances, and regulations affecting the work of the Department.

Ability to:

- Communicate clearly and concisely, orally and in writing.
- Plan, direct, supervise and coordinate the work of the Police Department.
- Develop and administer sound departmental policies.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Completion of a bachelor's degree from an accredited college or university with major work in police science, public or business administration or related field.

Experience: Ten years' broad and extensive experience in all major phases of municipal police work, including at least five years in a responsible middle management capacity preferably in a municipal police department.

**MEDICAL CATEGORY:** Group 3